



Lobbying Disclosure Registration and Reporting Keystone Login Authentication

The following information outlines the Keystone Login Migration scenarios for the Lobbying Disclosure Registration and Reporting website.

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Keystone Login Authentication

To increase security and take advantage of future security and authentication features, the Department of State has moved all application authentication services, currently PA Login, to the Commonwealth Keystone Login enterprise standard.

With these modifications, all users will be required to create a Keystone Login account before linking their existing account (PA Login) to the new Keystone Login account. Users can create their Keystone Login account by accessing the Keystone Login website at <https://keystonelogin.pa.gov/>. Once the user's PA Login account has been migrated to a Keystone Login account, the user will be able to access the Lobbying Disclosure Registration and Reporting website with no change to their respective user role and assigned activities.

Lobbying Disclosure Registration and Reporting

Authenticate Keystone Login Account with PA Login Account

From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click **[Login]**.

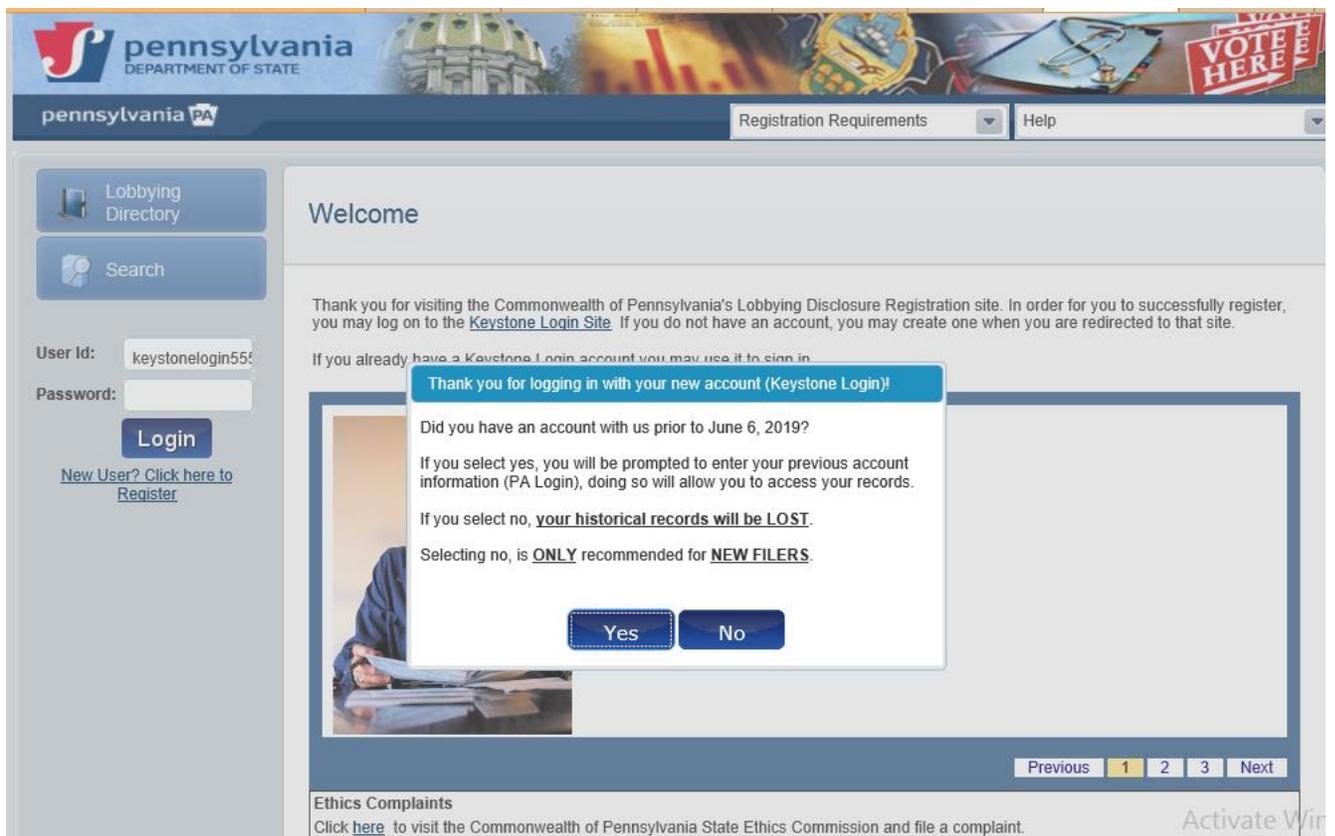
The screenshot shows the Pennsylvania Department of State website interface for the Lobbying Disclosure Registration and Reporting (LDR) system. The header includes the Pennsylvania Department of State logo and navigation links for 'Registration Requirements' and 'Help'. The main content area is titled 'Welcome' and contains a message: 'Thank you for visiting the Commonwealth of Pennsylvania's Lobbying Disclosure Registration site. In order for you to successfully register, you may log on to the [Keystone Login Site](#). If you do not have an account, you may create one when you are redirected to that site. If you already have a Keystone Login account you may use it to sign in.' Below this message is a 'Welcome to LDR.' section featuring a photograph of a woman reading documents. At the bottom of this section are navigation links: 'Previous', '1', '2', '3', and 'Next'. The footer includes a link for 'Ethics Complaints' and a partial 'Activate Wir' link.



The ‘Thank you for logging in with your new account (Keystone Login)!’ pop-up message displays and prompts the user to confirm if they have a PA Login Account.

Selecting [Yes] will return the user to the Lobbying Disclosure Registration and Reporting Login screen where they will be prompted to enter their PA Login Account to begin the process to link the PA Login account to a Keystone Login account.

Selecting [No] should only be selected if the user does not currently have an existing PA Login account. Specifically, this should be used for new filers.



Enter your PA Login credentials and click [Submit].

The screenshot shows the Pennsylvania PA Login interface. At the top, there is a navigation bar with the Pennsylvania Department of State logo and a 'pennsylvania PA' header. Below the header, there are two dropdown menus: 'Registration Requirements' and 'Help'. On the left side, there is a sidebar with buttons for 'Lobbying Directory' and 'Search'. The main content area contains the following text: 'Provide PA Login credentials to link. If you select cancel, the linking process will be cancelled and you will be navigated back to the main screen.' Below this text are two input fields: 'PA Login User Id:' with the value 'palogin555' and 'Password:' with a masked password '*****'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

The 'Congratulations!' pop-up message will display to notify the user that their existing account (PA Login) and new account (Keystone Login) have been successfully linked.

The screenshot shows the Pennsylvania PA Login interface after a successful login. The navigation bar now includes a 'Welcome keytest last1' message and a 'Logout' button. The sidebar on the left has expanded to include buttons for 'Dash Board', 'Registrations', 'Transfer Registration', 'Expenses', 'Affirmations', 'Terminations', 'Search', and 'Lobbying Directory'. The main content area still shows the 'Provide PA Login credentials to link' text and the 'PA Login User Id:' field with 'palogin555'. A 'Submit' button is visible. A 'Congratulations!' pop-up message is displayed in the center of the screen, containing the text: 'You have successfully linked your existing account (PA Login) with your new account (Keystone Login). Your historical records will now be available in your new account.' Below the message is an 'OK' button. At the bottom right of the screen, there is a faint 'Activate Windows' watermark.



Upon clicking on [OK] button, the Lobbying Disclosure Registration and Reporting Public Dashboard displays.

Public Dashboard

Registrations by Status

Status	Count	Action
Completed	3	Details

Registrations by Type

Registration	Count	Action
Principal	1	Details
Lobbying Firm	1	Details
Lobbyist	1	Details

Expenses

Year: Quarter:

Period	Due Date	Status	Action
Jan - Mar 2019	04/30/2019	Late	Details

Affirmations

No Records Found



Authenticate Keystone Login Account with an Invalid PA Login Account User Name or Password

From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click **[Login]**.

pennsylvania DEPARTMENT OF STATE

pennsylvania PA

Registration Requirements Help

Lobbying Directory

Search

User Id: kestonelogin55

Password:

Login

[New User? Click here to Register](#)

Welcome

Thank you for visiting the Commonwealth of Pennsylvania's Lobbying Disclosure Registration site. In order for you to successfully register, you may log on to the [Keystone Login Site](#). If you do not have an account, you may create one when you are redirected to that site.

If you already have a Keystone Login account you may use it to sign in.

Welcome to LDR.

Previous 1 2 3 Next

Ethics Complaints
Click [here](#) to visit the Commonwealth of Pennsylvania State Ethics Commission and file a complaint.

Activate Win



The ‘Thank you for logging in with your new account (Keystone Login)!’ pop-up message displays and prompts the user to confirm if they have a PA Login Account.

Selecting [Yes] will return the user to the Lobbying Disclosure Registration and Reporting Login screen where they will be prompted to enter their PA Login Account to begin the process to link the PA Login account to a Keystone Login account.

Selecting [No] should only be selected if the user does not currently have an existing PA Login account. Specifically, this should be used for new filers.

The screenshot shows the Pennsylvania Department of State's Lobbying Disclosure Registration website. The page features a navigation bar with the Pennsylvania Department of State logo and a 'VOTE HERE' button. Below the navigation bar, there are links for 'Lobbying Directory' and 'Search'. The main content area displays a 'Welcome' message and a login form with fields for 'User Id' (containing 'keystonelogin55') and 'Password', and a 'Login' button. A pop-up message is overlaid on the page, asking the user if they have an account with the site prior to June 6, 2019. The pop-up message includes instructions on what happens if the user selects 'Yes' or 'No'. The 'Yes' button is highlighted in blue. At the bottom of the page, there is a link for 'Ethics Complaints' and a page navigation bar with 'Previous', '1', '2', '3', and 'Next' buttons.



If an invalid PA Login Account User Name and/or Password is entered, the system will present a message to alert the user. The message contents will inform the user the information entered was invalid and provide the user with the option to enter in different information.

Note: The user will have the ability to select the [PA Login](#) site link to reset their password if desired.

The screenshot shows the Pennsylvania Department of State website interface. The header includes the state logo and navigation links for 'Registration Requirements' and 'Help'. On the left, there are buttons for 'Lobbying Directory' and 'Search'. The main content area contains a login form with the following elements:

- Instruction: "Provide PA Login credentials to link. If you select cancel, the linking process will be cancelled and you will be navigated back to the main screen."
- PA Login User Id:
- Password:
- Error message: "Invalid User Name. After 3 incorrect attempts, your PA Login account may be locked. To reset your password, please visit the [PA Login site](#)."
- Buttons: "Submit" and "Cancel"



Upon successful entry of a PA Login User Name and Password, the '**Congratulations!**' pop-up message will display to notify the user that their existing account (PA Login) and new account (Keystone Login) have been successfully linked.

The screenshot shows the Pennsylvania Department of State website interface. The top navigation bar includes the Pennsylvania logo, the text 'pennsylvania DEPARTMENT OF STATE', and a 'pennsylvania PA' logo. There are dropdown menus for 'Registration Requirements' and 'Help', and a user greeting 'Welcome keytest last1' with a 'Logout' button. A left sidebar contains navigation buttons for 'Dash Board', 'Registrations', 'Transfer Registration', 'Expenses', 'Affirmations', 'Terminations', 'Search', and 'Lobbying Directory'. The main content area displays a form for linking accounts with the following text: 'Provide PA Login credentials to link. If you select cancel, the linking process will be cancelled and you will be navigated back to the main screen.' The form includes a 'PA Login User Id:' field with the value 'palogin555' and a 'Password:' field. A 'Submit' button is visible. A blue pop-up message box with the title 'Congratulations!' is overlaid on the form, containing the text: 'You have successfully linked your existing account (PA Login) with your new account (Keystone Login). Your historical records will now be available in your new account.' and an 'OK' button. At the bottom right, there is a faint 'Activate Windows' watermark and a link to 'Go to PC settings'.



Upon clicking on [OK] button, the Lobbying Disclosure Registration and Reporting Public Dashboard displays.

Public Dashboard

Registrations by Status

Status	Count	Action
Completed	3	Details

Registrations by Type

Registration	Count	Action
Principal	1	Details
Lobbying Firm	1	Details
Lobbyist	1	Details

Expenses

Year: Quarter:

Period	Due Date	Status	Action
Jan - Mar 2019	04/30/2019	Late	Details

Affirmations

No Records Found



Authenticate Keystone Login Account with an Existing PA Login Account

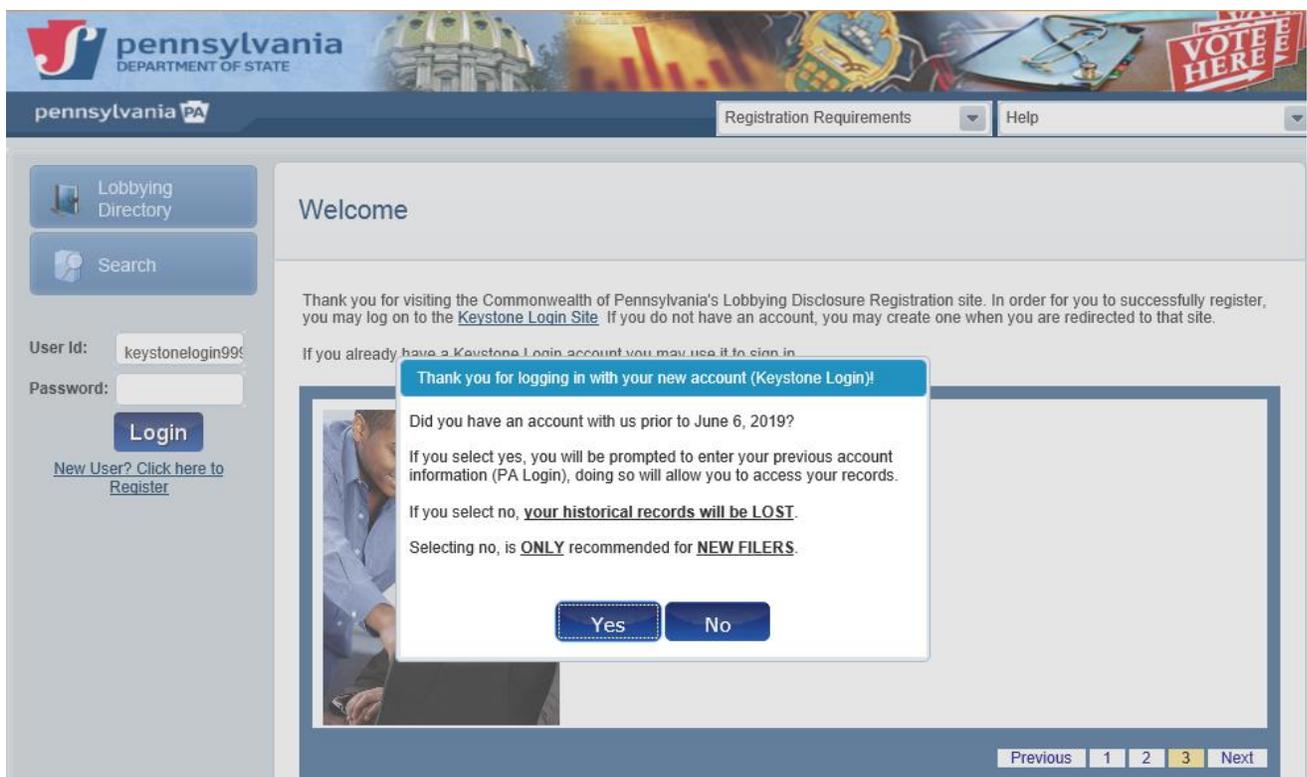
From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click **[Login]**.



The ‘Thank you for logging in with your new account (Keystone Login)!’ pop-up message displays and prompts the user to confirm if they have a PA Login Account.

Selecting [Yes] will return the user to the Lobbying Disclosure Registration and Reporting Login screen where they will be prompted to enter their PA Login Account to begin the process to link the PA Login account to a Keystone Login account.

Selecting [No] should only be selected if the user does not currently have an existing PA Login account. Specifically, this should be used for new filers.



Enter your PA Login credentials and click [Submit].

The screenshot shows the Pennsylvania PA Login interface. At the top, there is a banner with the Pennsylvania Department of State logo and the text "pennsylvania DEPARTMENT OF STATE". Below the banner, there is a navigation bar with "pennsylvania PA" and two dropdown menus: "Registration Requirements" and "Help". On the left side, there are two buttons: "Lobbying Directory" and "Search". The main content area contains the following text: "Provide PA Login credentials to link. If you select cancel, the linking process will be cancelled and you will be navigated back to the main screen." Below this text are two input fields: "PA Login User Id:" with the value "palogin555" and "Password:" with a masked password ".....". At the bottom of the form are two buttons: "Submit" and "Cancel".

The 'PA Login Account is linked' pop-up message is displayed. This message indicates the user's PA Login Account is already linked to a new Keystone Login Account. If desired, the user has the option to contact the Help Desk to link their existing PA Login account to a different Keystone Login account.

The screenshot shows the Pennsylvania PA Login interface with a pop-up message. The interface is the same as in the previous screenshot, but with a "Submit" button highlighted. A pop-up message box is displayed in the center of the screen. The message box has a blue header that says "PA Login Account is linked". The main text of the message box reads: "Your existing account (PA Login) has already been linked to a new account (Keystone Login). You will be redirected to the Lobbying Disclosure Registration and Reporting site. Please contact the Help Desk at 866-472-7873 if you have any questions or if you feel you've received this message in error." At the bottom of the message box is an "OK" button.



Upon clicking on [OK] button, the Lobbying Disclosure Registration and Reporting Public Dashboard displays.





Authenticate Keystone Login Account with an Invalid Keystone Login Account User Name or Password

From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click **[Login]**.

The screenshot displays the Pennsylvania Department of State's Lobbying Disclosure Registration (LDR) site. The header includes the Pennsylvania Department of State logo and navigation links for 'Registration Requirements' and 'Help'. The main content area is titled 'Welcome' and contains a message: 'Thank you for visiting the Commonwealth of Pennsylvania's Lobbying Disclosure Registration site. In order for you to successfully register, you may log on to the [Keystone Login Site](#). If you do not have an account, you may create one when you are redirected to that site. If you already have a Keystone Login account you may use it to sign in.' Below this message is a 'Welcome to LDR.' section with an image of two people looking at a laptop. The login form includes a 'User Id:' field with the text 'keystonelogin555', a 'Password:' field with masked characters, and a 'Login' button. A link for 'New User? Click here to Register' is also present. The footer contains 'Ethics Complaints' with a link to file a complaint and 'Activate Windows' text.



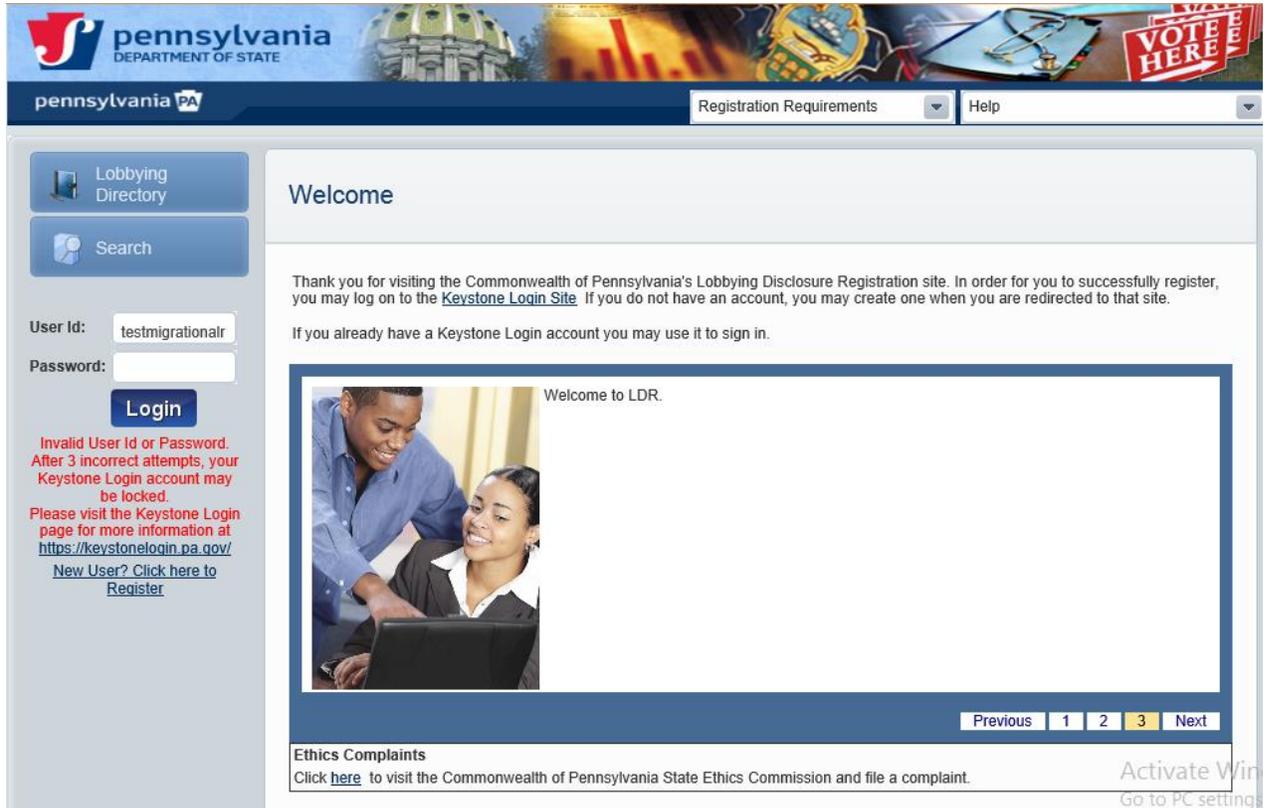
If an invalid Keystone Login Account User Name and/or Password is entered, the system will present a message to alert the user. The **'Existing Keystone Account?'** message contents will inform the user the information entered may be incorrect and will ask the user to confirm accuracy of the data entered.

Note: This message is present only during the first attempt to log into the website.

The screenshot shows the Pennsylvania Department of State website's login page. On the left, there is a navigation menu with 'Lobbying Directory' and 'Search'. Below that is a login form with fields for 'User Id:' (containing 'keystonelogin55') and 'Password:', a 'Login' button, and a link for 'New User? Click here to Register'. The main content area has a 'Welcome' heading and a message: 'Thank you for visiting the Commonwealth of Pennsylvania's Lobbying Disclosure Registration site. In order for you to successfully register, you may log (one when you are redirected to that site. If you already...'. A modal dialog box titled 'Existing Keystone Account?' is overlaid on the page. The dialog contains the text: 'Your user ID or password may be incorrect. If you recently created a new account (Keystone Login), please select Yes to confirm your user ID and password are correct. To create a new Keystone Login account, select No. You may also contact the Help Desk at 866-472-7873 if you have any questions or if you feel you've received this message in error.' There are 'Yes' and 'No' buttons at the bottom of the dialog. At the bottom of the page, there is a 'Previous' button and a page indicator '1 2 3 Next', with '3' highlighted. A footer section for 'Ethics Complaints' is visible at the bottom left, and 'Activate Win' is partially visible at the bottom right.



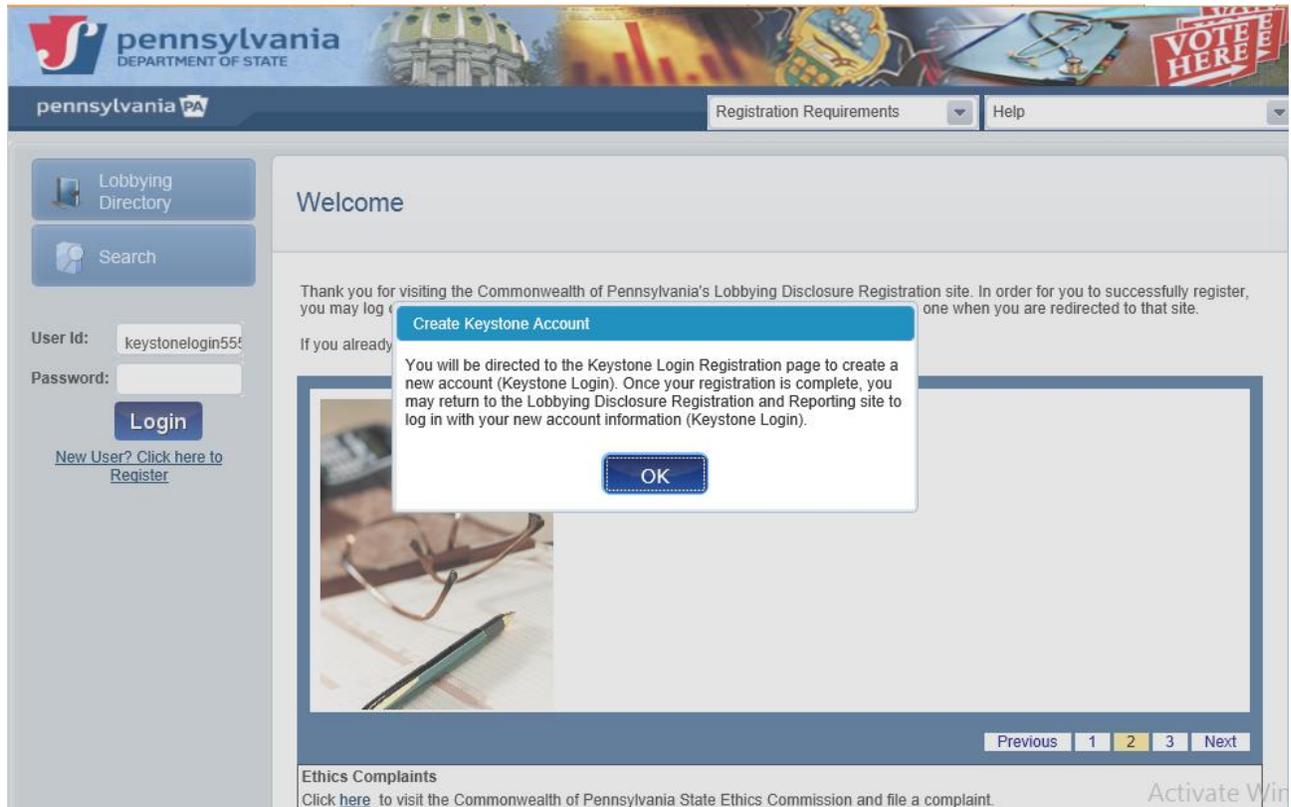
Selecting **[Yes]** will return the user to the Lobbying Disclosure Registration and Reporting Login screen where the user can re-enter their Keystone Login credentials. Three unsuccessful attempts may lock the Keystone Login Account and will require for the account to be reset.



Selecting **[No]** will redirect the user to the Keystone Login Registration Page to create a new Keystone Login Account.



After selecting [No], the 'Create Keystone Account' message will display. Click [OK] to be redirected to the Keystone Login Registration page to create a new Keystone Login Account.



Note: The same message will be displayed when an existing user attempts to login with an invalid user name or password.